

offices

davenport
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specification writer

Our firm is seeking a **Specification Writer** to lead the production of specifications and coordinate the integration into the construction documents. This individual will coordinate project specification deliverables and design guidelines throughout all phases of projects. The Specification Writer will be responsible for defining the quality of materials and workmanship, incorporating quality standards into construction and project documents.

Working with the Director of Technical Design, qualified candidates will have the ability to collaborate with project teams and work cross-functionally among all team members within the firm, providing education and mentorship. Success in this role will require the ability to effectively convey quality requirements, verify compliance with quality standards and specifications, and promptly address those areas that require attention to assure that all projects meet the firm's and our clients' quality expectations for deliverables.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- » Develop firm's specification processes and standards; review current standards, develop new specifications where necessary, and maintain custom specification masters.
- » Maintain a base specification that can be applied to all projects to streamline production.
- » Use current information technology to streamline links between Building Information Modeling (BIM) models and specifications.
- » Write technical descriptions specifying material qualities and properties, utilizing knowledge of material standards, construction processes or manufacturing procedures.
- » Work with design teams to prepare preliminary/outline specifications during conceptual design/budgeting, schematic design, design development, and early construction document phases.
- » Act as a technical resource for architectural staff, providing information on materials, code compliance, and construction methods.
- » Participate in design team meetings, offering opportunities for process and standard improvement.
- » Participate in client meetings at which specification decisions are being made and lead clients through a decision-making process when they do not have a clear direction on their needs/goals.
- » Work with consultant engineers and construction managers to ensure alignment of architectural specifications with engineer specifications as well as construction manager front-end documents.
- » Analyze plans and make notes on materials to prepare specifications for construction activities.
- » Conduct quality reviews of construction documents while researching and preparing specifications.
- » Assist with quality control and quality assurance processes, validating compliance with applicable codes, regulations, and standards.

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- » Build and maintain relationships with product manufacturers, staying current with products on the market, and assist in developing and maintaining the firm's library of catalogs and product information.
- » Establish processes and systems to ensure continuous improvement of specifications – specifically reviewing projects under construction and completed projects to determine if/how the specifications could be improved.

QUALIFICATIONS

The ideal candidate shall have:

- » 5 years of experience writing specifications for architecture or construction firm(s).
- » Demonstrated understanding of building codes, building systems, construction material standards, and construction techniques.
- » Ability to gather, organize, and analyze design information in preparing specifications.
- » Excellent verbal and written communication, as well as time-management skills.
- » Knowledge of industry practices and a proven track record of quality control on complex and diverse projects.
- » Experience in construction document preparation and field observation.
- » Understanding of sustainability practices.
- » Architecture licensure and/or Construction Specifications Institute (CSI) certification preferred.
- » Proficiency in MasterSpec®, Bluebeam®, and Microsoft Office Word, Excel and Outlook.

PROFESSIONAL GROWTH | UNLIMITED OPPORTUNITY

We are a 58-year-old architecture and interior design firm whose success derives from the quality of our design and the loyalty and trust of our growing client base. If you are an organized and self-motivated individual with a desire to grow personally and professionally within a highly collaborative environment, we hope to hear from you. It has been an incredible several years at Bray with steady growth in work, employees, and markets. We have every reason to be excited about the future. Come join us.

CULTURE

We value most our dedicated staff who thrive within a culture of high work ethic, professional growth, commitment to each other and our clients, and supportive and transparent leadership. We have set a high bar of expectation, which is supported with mutual respect, support, and camaraderie.

WE OFFER A COMPETITIVE SALARY + BENEFIT PACKAGE

Please email resume and salary history to **Ms. Amy Sonnenberg** at asonnenberg@brayarch.com with **SPECIFICATION WRITER** as the subject line.